

# **STISets v11.0 DATA STANDARDS**

## **Quick Reference Guide**

Modified September 25, 2007

**Division of Exceptional Children Services  
Kentucky Department of Education  
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## Purpose

The purpose of the ***STISets 11.0 Data Standards 2008*** document is to give Kentucky schools and districts a set of guidelines for entering data into STISets. This document provides a series of screen shots from the STISets Student Folder and an explanation of each data element or field.

In the STISets program, some of the fields are green and others are black. Those data fields in green are required data that a school must enter for all special education students. Other fields, while not required, are often beneficial and track useful information that schools may need during the student's education.

This document is intended to define and establish a data standard for each of the data fields in STISets and to assist the local school user who enters the data. Use of these data standards will provide increased consistency in the data across schools within districts and across districts throughout the state.

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## Definition of Fields in the Base Information Screen in the Special Ed Folder

Student Desktop for: Beasley, Susan (456666 ) Monday SEP 24, 2007

Base Information    Disability    Medicaid    Services    Child Count    No Photo Available

Gender M Race 1 Date of Birth 04/16/1991 16 Grade 1 School 199 Kentucky Elementary Test School

Status  Primary Disability  Case Manager  Sign Language ☐

Primary Language English LRE

IEP Begin and Annual Review Date 06/14/2007 06/13/2008 Date of Eligibility and Re-Eval Date -  
December Child Count Age/Date 14 12/01/2005 Exit Program Year:  
Exit Program Description:

Temporary Placement Date  Referral Date  Accept Referral Date  Parent Rights  Notice of ARC Meeting  Conference Summary 06/13/2007 Date Enrolled  Consent to Evaluate/Re-Evaluate  ☐ Eligible but Refuses Services Date Eligible but Refused Services  Date Eligible but Refused Services  Date of Eligibility Determination  Re-Eval Date  Psychological Report Date  Vision / Result  Hearing / Result  Communication Result  ☐ Deaf / Blind Registry ☐ Enrolled In Other Programs ☐ LEP ☐ ESY ☐ \*Migrant Special Transportation Yes

Permission to Place  Initial Placement Date  IEP Beginning Date 06/14/2007 IEP Annual Review Date 06/13/2008 ☒ Alternate Assessment Notification of Age of Majority  Ineligible for Special Ed. Services  Instructional Remedial Plan  Student Representative Date  Student Representative  Student Representative Relation  Home School (if not one listed above)  Home District (if not your district )  Exit Program Year (mmddyy)  Exit Program Description

**User Define Evaluation**  
Type of Evaluation  Date  Days to Expire  Expires

**Class Time**  
Special Education Time  Units ☐ Hour ☐ Minutes  
Regular Education Time  Units ☐ Hour ☐ Minutes

- **Status** – Required field that defines the student’s status within the special education process at a specific school location and assists in the determination as to whether this student will be included in the school’s December 1<sup>st</sup> Child Count.
  - **Active:** Student is actively enrolled in special education.
  - **Active/Referred:** Student is already enrolled in special education and is being referred for some other reason (e.g., student currently identified as Speech or Language Impaired and in the reevaluation process for another categorical disability area).
  - **Delete:** Student is no longer viewed within the Student Desktop unless you filter for delete status. This status will allow for the removal of the folder including all data and forms when an administrator runs Delete Student utility.

- **Inactive:** Student no longer receives special education services (e.g., withdrawal, graduation, drop out, exiting from Special Education services).
  - **Not Eligible:** Student was tested and is not eligible to receive services.
  - **Referred:** Non-special education student is being referred for testing.
  - **Pre-Referral:** Optional status designation to be used when school desires to track non-special education student in the intervention process.
- **LRE** – Required field that provides age-appropriate options from a drop down list based on the LRE Age Range.

**For the 3-5 age range:**

The new placement options for this age range have changed as follows:

- **80% or more of the day with the regular early childhood program.** Select this option for a child with a disability who attended a regular early childhood program for at least 80% of the day.
- **40% to less than 80% of the day in the regular early childhood program.** Select this option for a child with a disability who attended a regular early childhood program for 40% or more of the time but less than 80%.
- **Less than 40% of the day in the regular early childhood program.** Select this option for a child with a disability who attended a regular early childhood program for less than 40% of time.
- **Residential facility.** Select this option for a child with a disability who received education programs in publicly or privately operated residential schools or residential medical facilities on an inpatient basis. (**Do not include** children who also attended a regular early childhood program. These children should be reported in one of the first three categories above.)
- **Service provider location.** Select this option for a child with a disability who received all of their special education and related services from a service provider, and who **did not attend** an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in:
  - private clinicians' offices,
  - clinicians' offices located in school buildings,
  - hospital facilities on an outpatient basis, and

- libraries and other public locations.

**Do not include** children who also received special education at home. Children who received special education both in a service provider location and at home should be reported in the home category.

- o **Separate class.** Select this option for a child with a disability who attended a special education program in a class with less than 50% nondisabled children. (**Do not include** children who also attended a regular early childhood program. These children should be reported in one of the first three categories above.)
- o **Separate school.** Select this option for a child with a disability who received education programs in public or private day schools designed specifically for children with disabilities. (**Do not include** children who also attended a regular early childhood program. These children should be reported in one of the first three categories above.)
- o **Home.** Select this option for a child with a disability who received special education and related services in the principle residence of the child's family or caregivers, and who **did not attend** an early childhood program or a special education program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location.

**For the 6-21 age range:**

The new placement options for this age range have changed as follows:

The screenshot shows a software interface with a dropdown menu for LRE (Least Restrictive Environment) placement. The selected option is "80% or more of the day with Regular Education". Other visible options include "40% to < 80% of the day with Regular Education", "< 40% of the day with Regular Education Peers", "Residential Facility", "Homebound/Hospital", "Correctional Facilities", "Parentally Placed in Private Schools", and "Separate School".

**Note For the age range 6 - 21:** To calculate the percentage of time outside the regular classroom, divide the number of minutes the youth receives special education and related services outside the regular classroom by the *total number of minutes in the school day*.

- o **80 percent or more of the day with the regular education program.** Select this option for a student with a disability who was inside the regular classroom for 80 percent or more of the school day. (These are children who received special education and related services outside the regular classroom for less than 21 percent of the school day.) This may include children with disabilities placed in:
  - regular class with special education/related services provided within regular classes;
  - regular class with special education/related services provided outside regular classes; or
  - regular class with special education services provided in resource rooms.

- o **40% to less than 80% of the day with the regular education program.** Select this option for a student with a disability who was inside the regular classroom from 40% to less than 80% of the day. (These are children who received special education and related services outside the regular classroom for at least 21 percent but no more than 60 percent of the school day.) **Do not include** students who are reported as receiving education programs in public or private separate school or residential facilities. This may include children placed in:
  - resource rooms with special education/related services provided within the resource room; or
  - resource rooms with part-time instruction in a regular class.
- o **Less than 40 percent of the day with the regular education program.** Select this option for a student with a disability who was inside the regular classroom less than 40 percent of the day. (These are children who received special education and related services outside the regular classroom for more than 60 percent of the school day.) **Do not include** students who are reported as receiving education programs in public or private separate school or residential facilities. This category may include children placed in:
  - self-contained special classrooms with part-time instruction in a regular class; or
  - self-contained special classrooms with full-time special education instruction on a regular school campus.
- o **Separate school.** Select this option for a student with a disability who received education programs in public or private separate day school facilities. This includes students with disabilities receiving special education and related services for greater than 50 percent of the school day in public or private separate schools. This may include students placed in:
  - public and private day schools for students with disabilities;
  - public and private day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in regular school buildings for the remainder of the school day; or
  - public and private residential facilities if the student does not live at the facility.
- o **Residential facility.** Select this option for a student with a disability who received education programs and lived in public or private residential facilities during the school week. This includes students with disabilities receiving special education and related services for greater than 50 percent of the school day in public or private residential facilities. This may include students placed in:
  - public and private residential schools for students with disabilities; or
  - public and private residential schools for students with disabilities for a portion of the school day (greater than 50 percent) and in separate day schools or regular school buildings for the remainder of the school day.

**Do not include** students who received education programs at the facility, but do not live there.

- o **Homebound/Hospital.** Select this option for a student with a disability who received education programs in an homebound/hospital environment. This includes students with disabilities placed in and receiving special education and related services in:
  - hospital programs, or
  - homebound programs.

***Do not include*** students with disabilities whose parents have opted to home-school them and who receive special education at the public expense.

- o **Correctional facilities.** Select this option for a student with a disability who received special education in a correctional facility. This data field is intended to include all students receiving special education in:
  - short-term detention facilities (community-based or residential), or
  - correctional facilities.
- o **Parentally Placed in Private Schools.** Select this option for a student with a disability who has been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan.<sup>1</sup> Include students with disabilities whose parents chose to home-school them, but who receive special education and related services at the public expense. ***Do not include*** children who are placed in private schools by the LEA.

- **Primary Disability** – Required field with a drop-down list to select the appropriate category of disability. The primary disability must be manually selected and does not auto-populate from the eligibility forms.
- **Case Manager** – Required field for selecting the teacher responsible for maintaining the student's special education record.
- **Date Enrolled** – Required field. This is the date the student began receiving special education services for the first time in the district; which may or may not be the date the student enrolled in the district. This is a required field for the December 1 Child Count and does not auto-populate but must be entered manually through the Special Education Folder on the Student Desktop.
- **Eligible but Refuses Services** – Required check box if applicable to indicate a parent(s) has declined special education services.
- **Date Eligible but Refused Services** – Required field if applicable to enter date parent(s) declined special education services.
- **Date of Eligibility Determination** – Required field to enter the last date that eligibility for services was determined by the ARC. This date changes at least every three years. This field auto-populates when the Eligibility form is marked as a completed document.

**Note: If the ARC determined that the student was not eligible for services, make sure the Status is marked *Not Eligible*.**

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<sup>1</sup> A private institution or school is a school NOT under Federal, State or public supervision or control and may be non-profit or proprietary.

- **Re-Eval Date** – Date that the student’s reevaluation is due. This date auto-calculates when the user tabs out of the Date of Eligibility Determination field.
- **Enrolled in Other Programs** – Required field to identify students participating in ESY during the previous summer. The check boxes for LEP and Migrant auto-populates from the corresponding fields in STIOffice.
- **Special Transportation** – Required field with drop down box that defaults to No. This field will auto-populate when an IEP is made a completed document and the related service section lists transportation as a related service. The field will also auto-populate when the special transportation is indicated under the service tab in the student folder. If special transportation services end prior to the expiration of the IEP, this field must be manually changed to “No”.
- **IEP Beginning Date** – Required field to enter the beginning date from the current IEP. This field auto-populates when the IEP form is marked as a completed document.
- **IEP Annual Review Date** – Required field to enter the date for the next Annual Review. This field auto-populates when the IEP form is marked as a completed document.
- **Alternate Portfolio** – Required field (check box) to indicate the ARC determined the student would be taking the alternate portfolio assessment. If applicable, this check box auto-populates when the IEP form is marked as a completed document.
- **Exit Program Year** – Required field to enter the month, day, and year in which the student was released from special education services.
- **Exit Program Description** – Required field to document the reason the student no longer receives Special Education and Related Services. Options are available from a drop-down menu. When entered, this information will be displayed at the top of the Base Information screen in the student’s Special Education Folder.


**Note: This field will only be used to indicate those students who have been released from special education (No Longer Receives Special Ed or Maximum Age). (District Administrators: The End of the Year Exit Report will utilize withdrawals from STIOffice and the Exit Program Description contained in STISets.)**

- **Early Intervention** – This checkbox is auto-checked if the student has received any early intervening services during the previous two school years (based on the last date of service reported in STIOffice). If the last date of service did not occur during the previous two school years, the indicator is not checked. While this program will allow the user to check the box, we recommend that users not enter data on the student desktop.


## Definition of Fields in the Disabilities Screen in the Special Ed Folder

**Student Disabilities for: Barnes, Amy (405)**


☒ **Autism** ☐ **Child Count** OK

Responsible Employee / Contract Worker  STI STI

☒ **Deaf / Blind** ☐ **Child Count**


Responsible Employee / Contract Worker  STI STI

☐ **Developmental Delay** ☐ **Child Count**


Responsible Employee / Contract Worker 

☐ Cognitive ☐ Motor Development  
☐ Communication ☐ Self Help/Adaptive Behavior  
☐ Social-Emotional Development

☒ **Emotional-Behavioral Disability** ☐ **Child Count**


Responsible Employee / Contract Worker  Allen, Jeffery

☐ **Functional Mental Disability** ☐ **Child Count**

Responsible Employee / Contract Worker 


☐ Severe ☐ Profound

☐ **Hearing Impairment** ☐ **Child Count**


Responsible Employee / Contract Worker 

☐ Oral ☐ Total Communication

☒ **Mild Mental Disability** ☒ **Child Count**


Responsible Employee / Contract Worker  Allen, Jeffery

☐ **Multiple Disability** ☐ **Child Count**


Responsible Employee / Contract Worker 

☐ Autism ☐ Hearing Impairment ☐ Other Health Impaired  
☐ Deaf / Blind ☐ Mild Mental Disability ☐ Specific Learning Disability  
☐ Emotional-Behavioral Disability ☐ Orthopedic Impairment or Physical Disability ☐ Traumatic Brain Injury  
☐ Functional Mental Disability ☐ Visual Impairment


☐ **Other Health Impaired** ☐ **Child Count**

Responsible Employee / Contract Worker 

☐ **Orthopedic Impairment or Physical Disability** ☐ **Child Count**


Responsible Employee / Contract Worker 

☐ **Specific Learning Disability** ☐ **Child Count**

Responsible Employee / Contract Worker 


☐ Oral Expression ☐ Reading Comprehension  
☐ Listening Comprehension ☐ Mathematics Calculations  
☐ Written Expression ☐ Mathematics Reasoning  
☐ Basic Reading Skills

☐ **Speech or Language Impairment** ☐ **Child Count**


Responsible Employee / Contract Worker 

☐ Speech Sound Production and Use ☐ Fluency  
☐ Language ☐ Voice

☐ **Traumatic Brain Injury** ☐ **Child Count**

Responsible Employee / Contract Worker 

☐ **Visual Impairment** ☐ **Child Count**

Responsible Employee / Contract Worker 

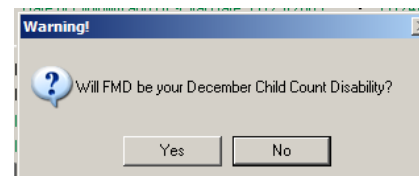
The previous screen tracks information regarding primary and/or secondary disabilities. Users also track areas of eligibility within certain disabilities (i.e., Developmental Delay, Functional Mental Disability, Hearing Impaired, Multiple Disabilities, Specific Learning Disability, Speech or Language Impairment).

- **Categorical Labels** – Required field automatically checked for the primary disability entered on the Base Information Screen. The user must also indicate any additional category of disability for which the ARC determined the student meets eligibility.

**Note: When an eligibility form indicates that the student meets eligibility criteria and the form is marked as a completed document, the information will auto-populate to the appropriate disability on the Disabilities screen only in the student's Special Education Folder. It will NOT auto-populate the Primary Disability on the Base Information screen or mark the Child Count box on the Disabilities screen. The subcategories will also auto-populate from the eligibility form.**

**However, any information that is contained within the other disability areas will remain on the Disabilities screen until the user manually revises this information.**

- **Child Count** – Required field automatically checked when the user answers YES to the following question after selecting the primary disability.





If the user answers NO, the user must go to the Disabilities screen and select the category of disability for Child Count. Under normal usage, the only time a user will select NO is when a private school student is receiving partial day services and does not receive any services under their primary category (for example, an SLD student is receiving only speech services as a partial day student).

**Note: Partial day services are provided to a student who is enrolled in multiple schools including private and public schools.**

- **Responsible Employee/Contract Worker** – Optional field for assigning responsible service provider(s) on the Disabilities screen, which allows the provider access to the student's folder. If the Case Manager field is entered on the Base Information Screen, it will automatically populate this field for the Primary Disability.
- **Categories that track areas of eligibility within the disability** – Required field for students identified as **Multiple Disabilities, Speech or Language Impairment, Developmental Delay, or Specific Learning Disability.**

 A screenshot of a software interface for tracking disabilities. At the top, there are two checkboxes: "Multiple Disability" (checked) and "Child Count" (unchecked). Below these is a section titled "Responsible Employee / Contract Worker" with a small icon. Underneath is a grid of checkboxes for various disability categories: Autism, Deaf / Blind, Emotional-Behavioral Disability, Functional Mental Disability, Hearing Impairment, Mild Mental Disability, Orthopedic Impairment or Physical Disability, Other Health Impaired, Specific Learning Disability, Traumatic Brain Injury, and Visual Impairment. All these checkboxes are currently unchecked.

Optional field to track areas of eligibility for students identified as Hearing Impaired or Functional Mental Disability.

<input checked="" type="checkbox"/> <b>Functional Mental Disability</b>	<input type="checkbox"/> <b>Child Count</b>
Responsible Employee / Contract Worker 	
<input type="checkbox"/> <b>Severe</b>	<input type="checkbox"/> <b>Profound</b>
<input checked="" type="checkbox"/> <b>Hearing Impairment</b>	<input type="checkbox"/> <b>Child Count</b>
Responsible Employee / Contract Worker 	
<input type="checkbox"/> <b>Oral</b>	<input type="checkbox"/> <b>Total Communication</b>

## Definition of Fields in the Services Screen in the Special Ed Folder

### Special Education Services Window

Code	Service Type(s)
01	Specialty Designed Instruction
02	Special Education - Collaborative
03	Special Education - Pull Out
04	Special Education

Select Service Type ☒ ABC

District: KY School District

School: Ky Test School

Type: Special Education Service

Service Selected:

Service Begin Date:

Service End Date:

Service Minutes:

Service Provider:

Frequency:

Location:

☒ Medicaid Eligible

Note(s):

**Note<sup>1</sup>:** Data entered into this screen, does not write back to the IEP form. However, data from the IEP form auto-populates the fields on this screen

**Note<sup>2</sup>:** Districts who are not using the forms within STISets should complete the Special Education Services fields outlined below. These fields may become required fields in the future to ensure accurate collection of data at the district and state levels.

- **Type** – Within the Services screen, this field defaults to Special Education Services and cannot be changed.
- **Service Selected** – Optional field to indicate the type of special education services provided (e.g., Special Education - Collaboration, Special Education - Pull-Out). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually selecting the service type.
- **Service Begin Date** – Optional field to indicate beginning date of the service from the current IEP. This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually.
- **Service End Date** – Optional field to indicate the service ending date of the service from the current IEP. This field auto-calculates one year minus one day from the Service Begin Date.
- **Service Minutes** – Optional field to indicate number of minutes the student will receive the special education service. This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually.

- **Service Provider** – Optional field to select or enter the individual who will be providing the special education service. This field auto-populates when the IEP form is marked as a completed document if the Special Educator field is completed within the IEP. This information can also be entered manually or by selecting from a pick list.
- **Service Frequency** – Optional field to indicate frequency the special education service will be provided (e.g., daily, weekly). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually or by selecting from a pick list.
- **Service Location** – Optional field to indicate where the service will be provided (e.g., Regular Education Class, Resource Class, Special Class, Special School, Home Instruction, Hospital Instruction, Transportation Vehicle, Other, [Special Ed Classroom/Resource will remain because it may be associated with previous records]). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually through the ellipses button and then selecting from a pick list. When selecting the option “Other” the user must manually specify what other means.
- **Medicaid Eligible** – Optional field auto-populates from the Medicaid Screen in the student’s Special Education folder for new records.

## Related Services Window

**Related Services for Barnes, Amy - #405**

Code	Service	Service Type(s)
01	Adaptive P.E.	
02	Assistive Technology Services	
03	Audiology	
04	Counseling Services	
06	Hearing Impaired Services	
07	Interpreter Services	
08	Medical Services	
09	Occupational Therapy	
10	Parent Counseling and Training	
11	Physical Therapy	
12	Psychological Services (Evaluation)	
13	Psychological Services (Other)	
14	Recreation	
15	Rehabilitation Counseling	
16	Social Work Services	
17	School Health Services	
18	Speech/Language Therapy	
19	Transportation (No Lift)	
20	Transportation (With Lift)	
21	Visually Impaired Services	
22	Orientation & Mobility Services for VI Students	
23	Feeding Methods	
24	Toileting/Bowel/Bladder Services	
25	Respiratory Assistance	
26	Medication (Other Than Oral)	
27	Other Health Procedures	
28	Emergency Plan Of Action	
30	Travel Training	

**Select Service Type** ABC Cancel

District: KY School District

School: Ky Test School

Type: Related Service

Service Selected:

Service Begin Date:

Service End Date:

Service Minutes: 0

Service Provider:

Frequency:

Location:

☒ Medicaid Eligible

☐ Dismissed

Dismissal Reason:

Dismissal Date:

Note(s):

**Note<sup>1</sup>:** Data entered into this screen does not write back to the IEP form. However, data from the IEP form auto-populates the fields on this screen

**Note<sup>2</sup>:** Districts who are not using the forms within STISets should complete the Related Services fields outlined below. These fields may become required fields in the future to ensure accurate collection of data at the district and state levels.

- **Type** – Within the related services screen, this field defaults to Related Service and cannot be changed.
- **Service Selected** – Optional field to indicate the type of related service provided (e.g., Speech Therapy, Occupational Therapy). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered by manually selecting the related service type.
- **Service Begin Date** – Optional field to indicate beginning date of the related service from the current IEP. This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually.
- **Service End Date** – Optional field to indicate the ending date of the related service from the current IEP. This field auto-calculates one year minus one day from the Service Begin Date.
- **Service Minutes** – Optional field to indicate number of minutes the student will receive the related service. This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually.
- **Service Provider** – Optional field to select or enter the individual who will be providing the related service. This field auto-populates when the IEP form is marked as a completed

document if the Related Service Provider field is completed within the IEP. This information can also be entered manually or by selecting from a pick list.

- **Service Frequency** – Optional field to indicate frequency the related service will be provided (e.g., daily and weekly). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually or by selecting from a pick list.
- **Service Location** – Optional field to indicate where the service will be provided (e.g., Regular Education Class, Resource Class, Special Class, Special School, Home Instruction, Hospital Instruction, Transportation Vehicle, Other, [Special Ed Classroom/Resource will remain because it may be associated with previous records]). This field auto-populates when the IEP form is marked as a completed document. This information can also be entered manually through the ellipses button and then selecting from a pick list. When selecting the option “Other” the user must manually specify what other means.
- **Medicaid Eligible** – Optional field auto-populates from the Medicaid screen in the student’s Special Education Folder for new records.
- **Dismissed** – Optional field to indicate the ARC determined that the student no longer requires the related service. Although this is an optional field, users are strongly encouraged to use this field if they are also completing the other fields within this screen.
- **Dismissal Reason** – Optional field to indicate the reason the ARC dismissed the student from the related service.
- **Dismissal Date** – Optional field to indicate the date the ARC determined that the student no longer requires the related service. This field should reflect the ending date for the related services as determined by the ARC’s decision.